



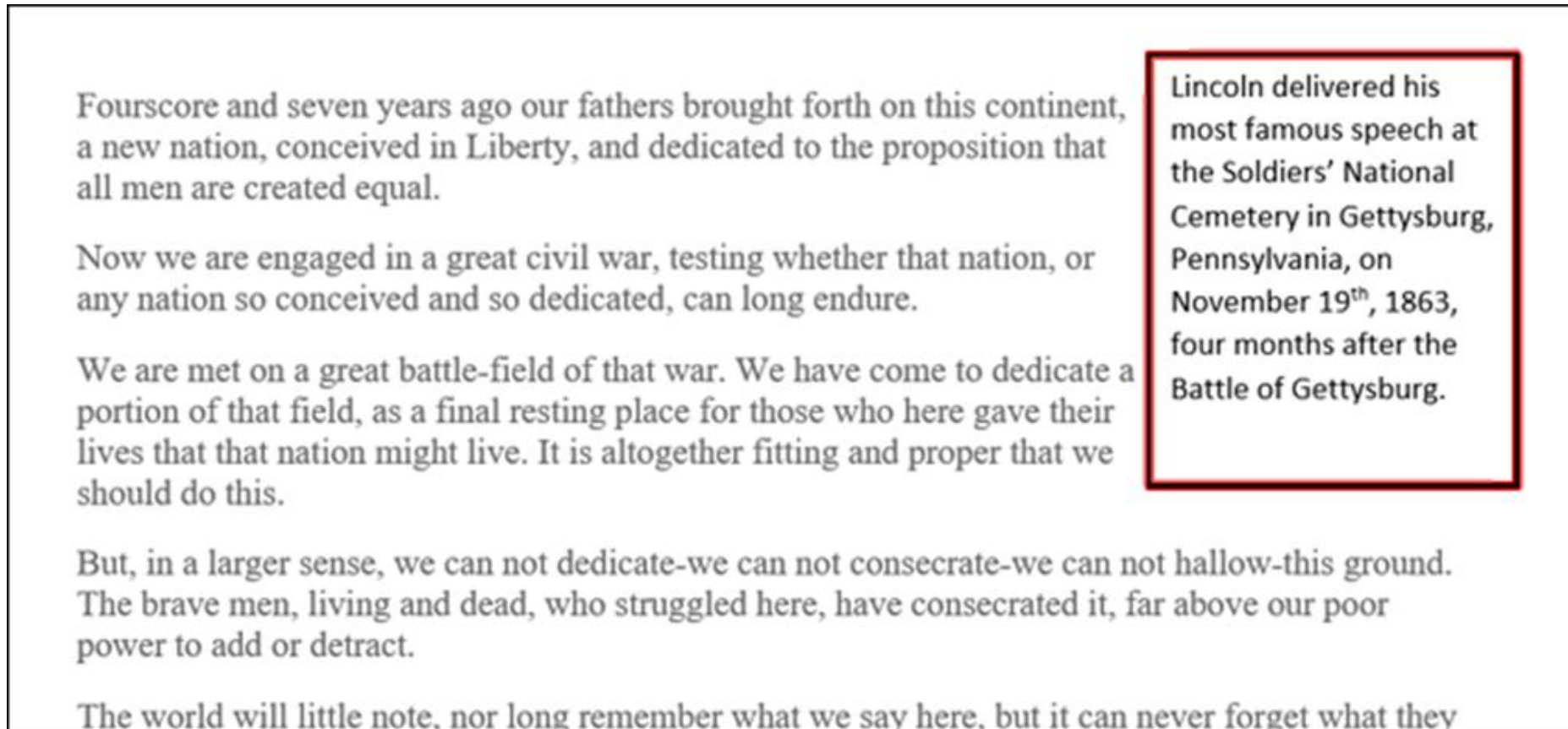
Higham and Rushden

Registered Charity Number 1164952

WAYS TO USE TEXT BOXES

(or Sideheads & Pull Quotes)

Sideheads (where a document's subheads appear out to the side of the text) and Pull Quotes are really just two specific uses for text boxes in Microsoft Word, as in the example below.



Fourscore and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure.

We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we can not dedicate-we can not consecrate-we can not hallow-this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract.

The world will little note, nor long remember what we say here, but it can never forget what they

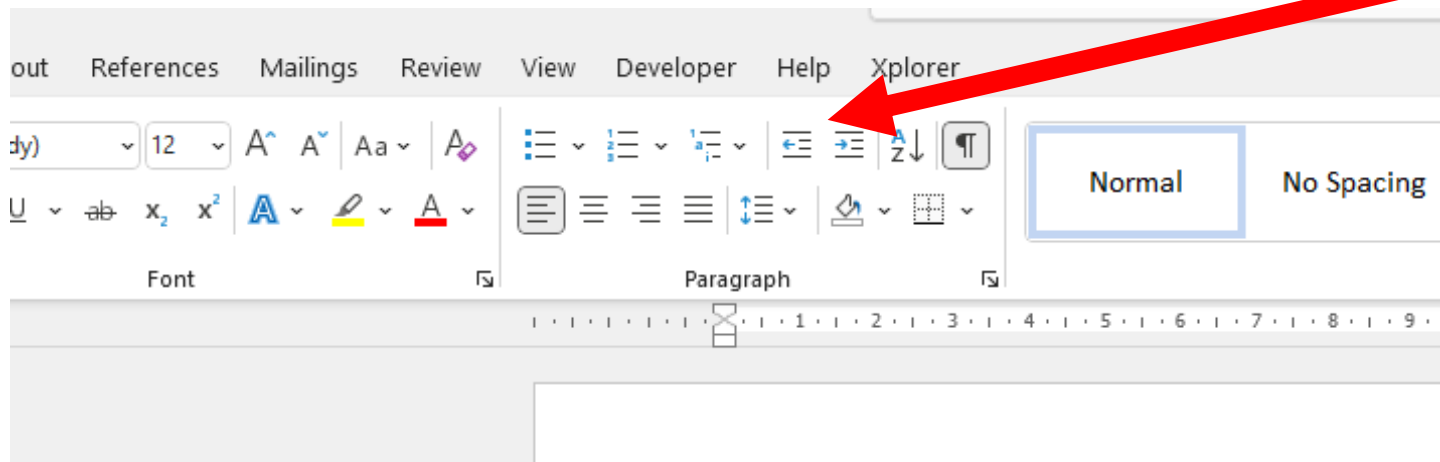
Lincoln delivered his most famous speech at the Soldiers' National Cemetery in Gettysburg, Pennsylvania, on November 19th, 1863, four months after the Battle of Gettysburg.

In this presentation we will have a look at setting these up.

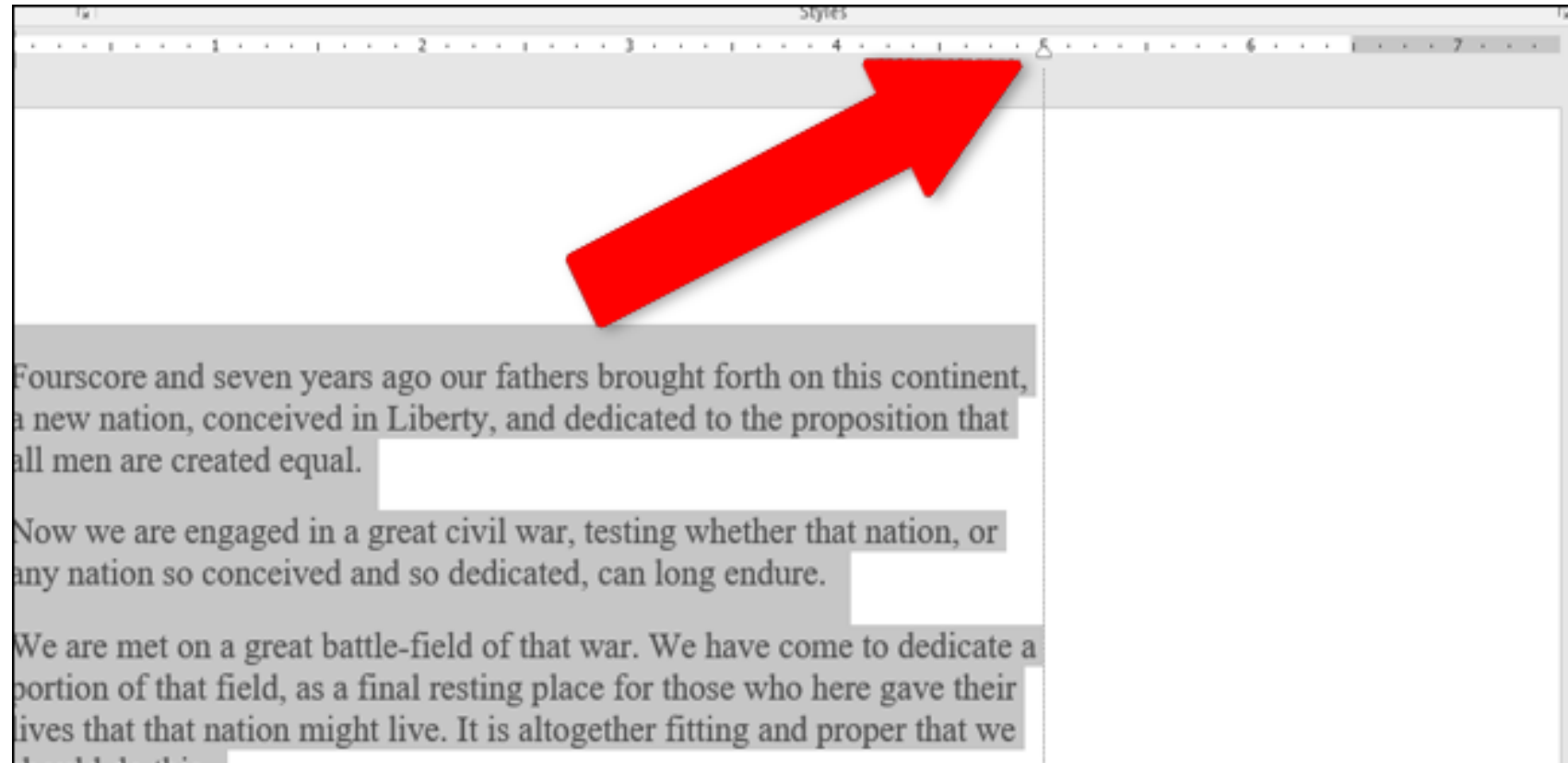
Text boxes let you position small bits of text exactly where you want them in a Word document. Most often, people use them for one of two purposes. The first is creating a Sidehead, a subheading that's placed out to the left of the main body of the document instead of in line with the text. The second is for Pull Quotes (or editorial notes), which are just blocks of text positioned either off to the side or in line with document text. They're used to call attention to specific text and also help break up text visually in long documents.

Creating either of these follows pretty much the same procedure: create a text box, put your text in it, and then position the box where you want it.

If you're placing the box out to the side of your text, you'll need to first make sure you have an adequate area of white space there. There are a few different ways to do this, but we recommend using the indent and spacing tools on Word's Ruler display.

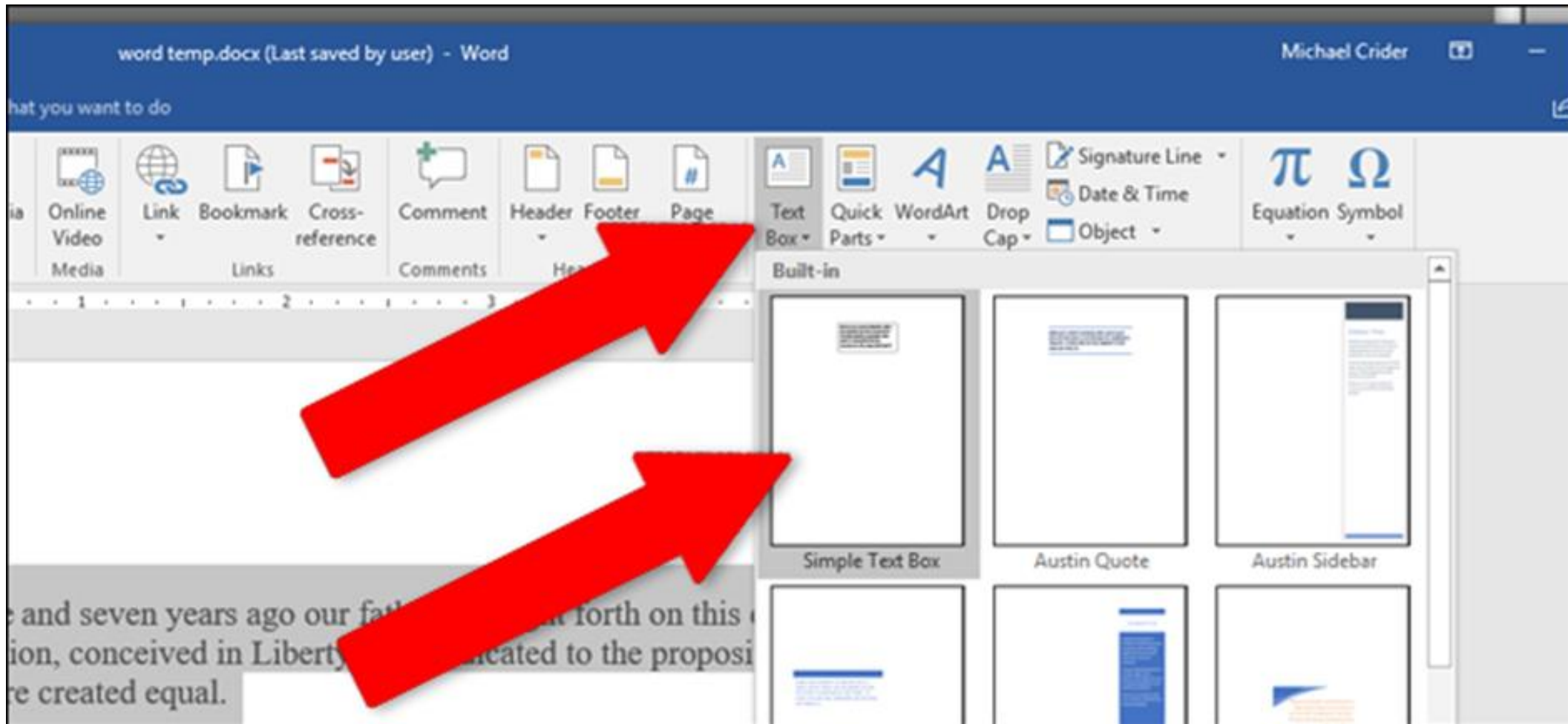


For our example, we're going to highlight the first three paragraphs and then drag the Right Indent marker on the Ruler over to the 5-inch marker, creating a pocket of space to the right of those paragraphs.



You could also drag the Left Indent marker to make the same space on the left side, and you can do this at any position in your document. If you're creating a pull quote that you want to appear in line with the text, you won't need to bother with this step.

After making sure some space is available, it's time to insert the text box. Switch over to the "Insert" tab on the Ribbon. In the "Text" section of the menu, click the "Text Box" dropdown, and then click one of the text box options you see there. "Simple Text Box" is normally fine but you can also use the stylized options if you want.



The text box will appear in your document wherever your cursor was positioned, but you can drag the box to the empty space you created (or wherever else you want). Resize the text box by dragging any of the circle-shaped anchor points at the edge of the box, or rotate it with the circular arrow tool above.




You can position in the margin on the side of the page, but if you're going to be printing the document, be careful not to place any text beyond where your printer is capable of printing (usually a quarter inch or 6-7 millimetres from the edge).

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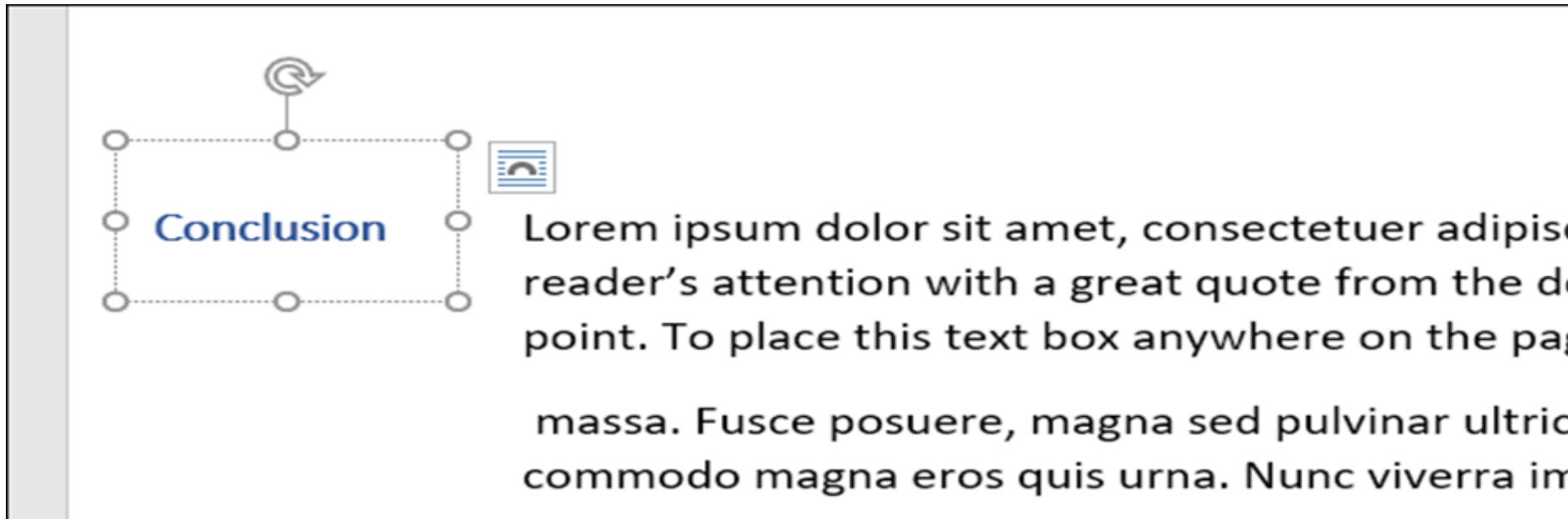
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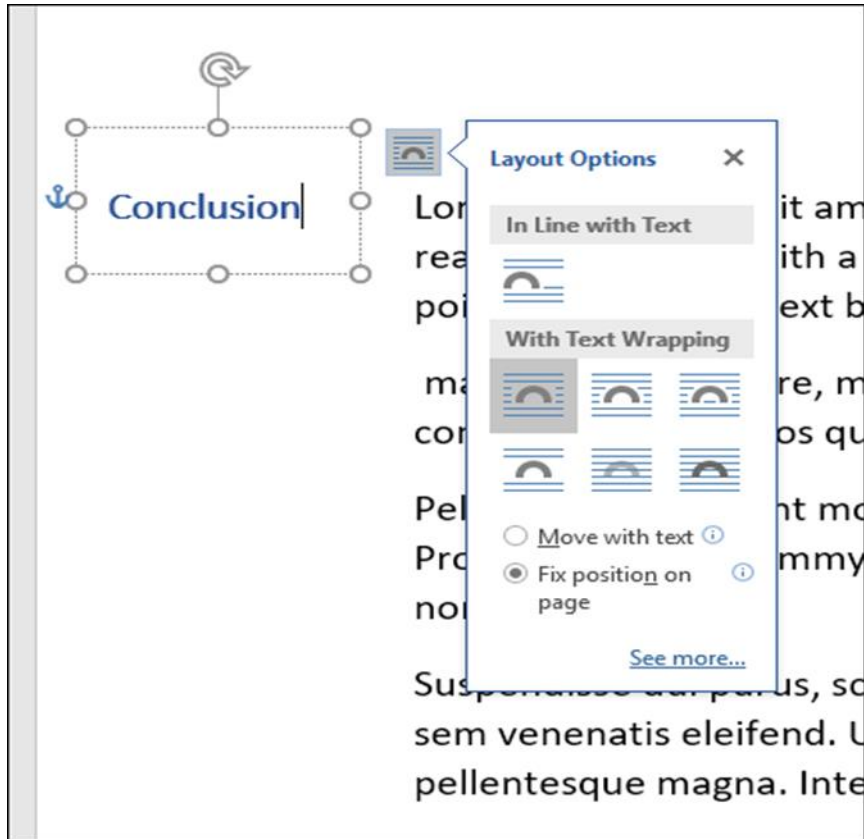
When you have the size right, highlight the sample text in the box and replace it with the text you want. You can adjust the font, size, and text effects with the standard tools in the “Home” tab on the Ribbon—just like you would with any other text.

You can use as much or as little text as you want, limited only by the size of the text box. Of course, using a larger font or text size may create scaling issues, particularly with longer words. *Be aware that making text bold makes it larger.*

If you're creating a "sidehead", you'll usually want to put the text box in the actual margin—traditionally the left margin.



Typically, dropping the text box where you want it aligns the text around the box in a pretty decent way—especially if you’ve specifically made room for the box. If you want more control, click the page icon to the side of the text box to open the “Layout Options” popup.



Here you can adjust how the text box interacts with surrounding text. For most uses, the default settings work fine, but feel free to experiment with the different settings until you get the effect you want. “Square” is the most flexible.

Don’t forget that you can format the text box itself (border colour and size, background colour, etc.) by right-clicking on it.

And we will close with a few final points about text boxes to round off this presentation.

- While they are very useful tools to emphasise important points, if over-used they can actually have the opposite effect in that they can make the reader lose interest.
- In a similar vein, keeping any text boxes in the same style (colour, position and font size) generally makes your document more professional-looking.
- When you have finished creating your document, and are proofing it for publication, be aware that any changes you make to the font used throughout the body of the document (not in text boxes) will **not** automatically be replicated in your text boxes. These will have to be formatted individually (and this may be another reason not to overdo things!)

THE END